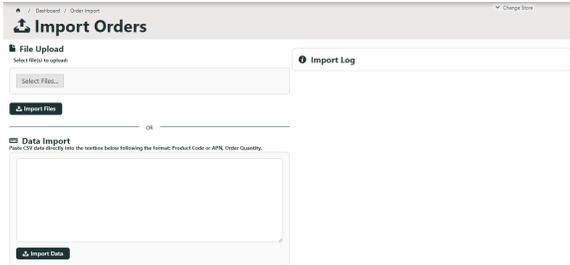


Order Import

Overview

Order Import allows your customers to create an order via upload of a prepared CSV files or copy and paste of product code/quantity data. It reduces data entry for larger organisations that place orders centrally with your business. The purchasing officer or similar can upload one or more files with lists of product codes and quantities requested by multiple staff or departments. Or they can simply copy and paste this data into the textbox on the page. Both import methods will convert the data into the cart items of a single order.

The imported data is validated and feedback to the user given.



On this page:

- [Overview](#)
- [Allow multiple file upload?](#)
- [Step-by-step guide](#)
 - [CSV file import method](#)
- [Edit Order Import options](#)
- [Additional Information](#)
- [Related help](#)

Allow multiple file upload?



To enable multiple file selection, toggle ON Allow Multiple Files on the **File Upload** tab in the [Order Import Widget](#). Data from all files will be uploaded to a single cart. (Multiple orders will not be created).

File Upload

Select file(s) to upload:



These steps are for your customers.

Step-by-step guide

Data preparation

.csv files with requested product details or flattext data for copy and pasting must be prepared.

- **CSV file:** An order line is created from data in the first two columns. Use the first column for the Product Code (or APN), and the second, for Order Quantity. DO NOT include a header row.

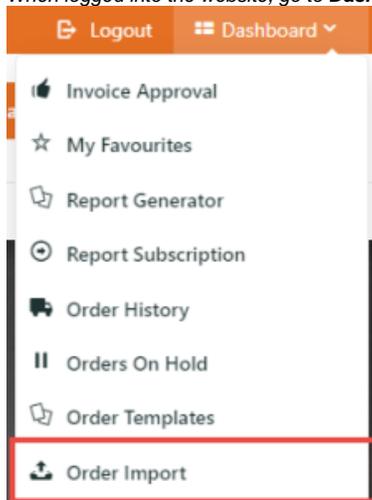
	A	B	C	D
1	CV125	5		
2	CV251	10		
3	CV190	2		
4	CV300	1		
5				
6				

- **Flattext data:** Data must be ordered this way: Product Code (or APN), Order Quantity

CSV file import method

To create a data import order from CSV files:

1. When logged into the website, go to **Dashboard Order Import**.



2. Click **Select Files** to browse to the saved .csv files, or drag and drop files from your local directory into the selection box.

✔ If your file has upload data errors, upload will return an error message.

Select Files... ! Done

Order_Template_1.csv

File(s) failed to upload.

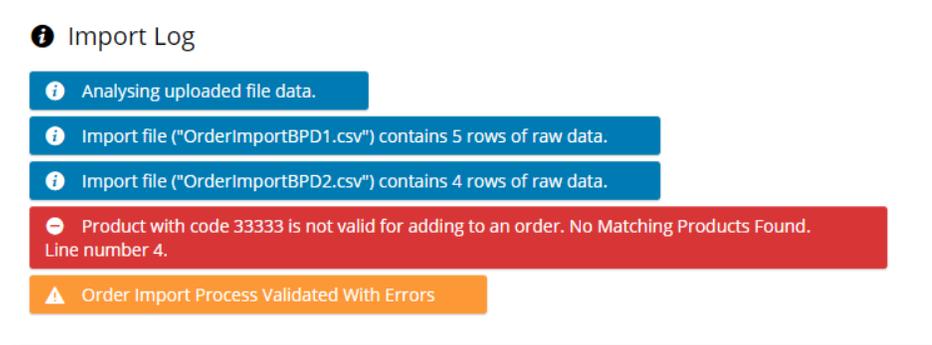
↻ ✕

Check your upload has a success message.

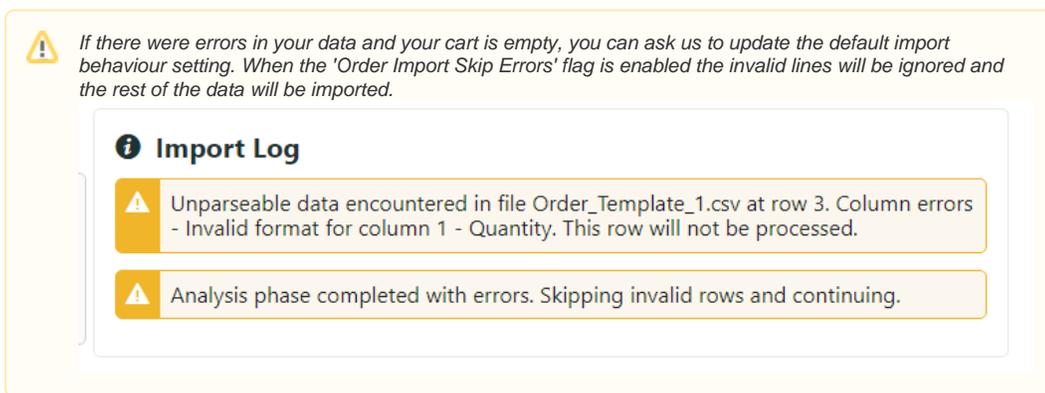
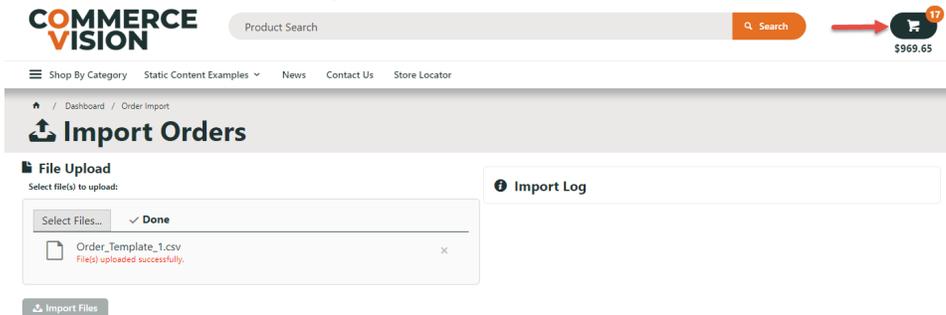


3. Click **Import Files**.

4. Check the **Import Log** for data analysed, as well as any errors encountered (e.g., invalid product codes).



5. Check imported items in the **Shopping Cart**.



6. Proceed to **checkout**.

7. Repeat Steps 1-8 for subsequent orders as required.

Data copy and paste method

Instead of uploading .csv files, you can also enter or paste data (Product Code,Quantity) into the **Data Import** box.

Example: CV200,5

Data Import

Paste CSV data directly into the textbox below following the format: Product Code or APN, Order Quantity.

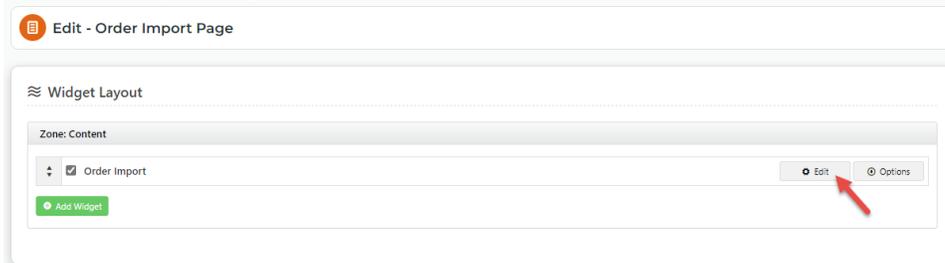
CV200,5
CV250,9



Edit Order Import options

Settings for the Order Import template are in the Order Import Widget.

1. Go to **Content Pages & Templates Orders Order Import Page**.
2. Click **Edit**.
3. Find the **Order Import Widget**, then click **Edit**.



4. For a guide to settings, see: [Order Import Widget](#).

Additional Information

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Minimum Version Requirements	**.*.*
Prerequisites	--
Self Configurable	Yes
Business Function	Ordering Functions
BPD Only?	No
B2B/B2C/Both	

	B2B
Third Party Costs	n/a

Related help

- [Settings and Functions Available in the PRONTO Order and Receipt Import Program](#)
- [Import Users](#)
- [Data Load Templates \(end user\)](#)
- [Data Import and Export - Setting Up](#)
- [Data Import and Export](#)

- [Order Import Widget](#)